

CBMS

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Regional Construction User Guide

# Administrative User Guide

REGIONAL CONSTRUCTION USER GUIDE

# Administrative User Guide

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Rewind Consulting Inc

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## Introduction

This guide details how a Regional Construction user can access and use the CBMS system. There are many functions that can be carried out by a Regional Construction user. They are laid out here in an easy-to-use, step-by-step fashion.

For MTO Regional contracts in their own region, Regional Construction users will be able to provide input on the contract performance of the winning contractor. This is done by viewing and editing Contract Performance Rating (CPR) documents. Regional Construction users will also be able to view Contract Tender Form (CTF), Contract Attachment, Non-Qualified Tender Registration (NQTRF), Qualified Tender Registration (TRF), Extension of Time, Deferral, Cancellation, Non-Qualified Contractor Registration (NQCRF), Qualified Contractor Registration (CRF), and Bid Enquiry documents.

The first step to using the CBMS system effectively is learning how to access the Intranet interface and navigate the forms, views, and actions. This is explained in the Getting Started section of this document.

Once you have accessed the CBMS application and are ready to perform a task, refer to the table of contents and look for the name of the document. Underneath the document or report will be a list of actions that can be performed. Proceed to the correct page and follow the step-by-step instructions to complete your job. If you find that you have followed the step-by-step instructions and are having problems achieving the desired outcome, be sure to look over the “Conditions Required” Section at the top of Step 1. If you still find that you require assistance please feel free to contact the RAQS Help Desk.

## Getting Started

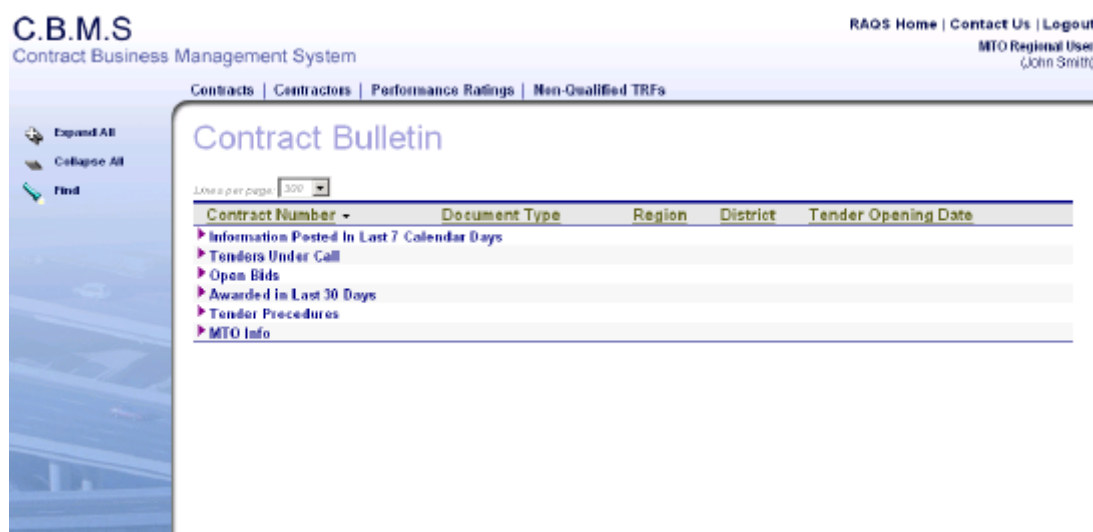
*The following Chapter will lead you through accessing and navigating the CBMS application as a Regional Construction user.*

### Logging In

Each Regional Construction user will receive a username and password to access the CBMS application. Once these have been obtained, the login screen for the application is accessed by opening Internet Explorer and entering the following URL in the address bar: <http://mtoln02/regionallogin>. This opens the Regional Intranet Login screen:

Enter a username and password (passwords are case-sensitive) and click the Login button (or press the Enter key) to login. If repeated login attempts are unsuccessful, the RAQS Help Desk should be contacted for further information.

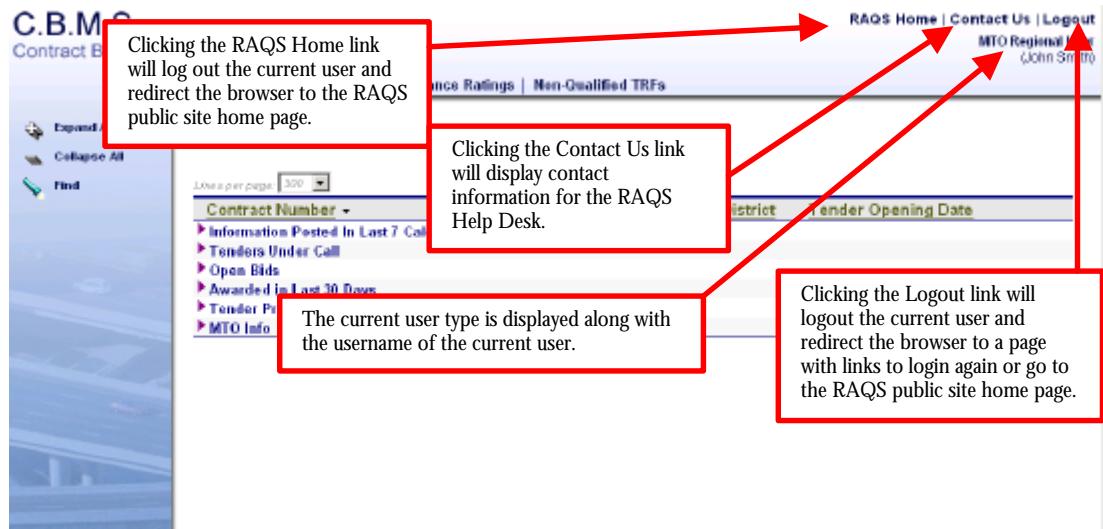
After a successful login, the CBMS interface is opened:



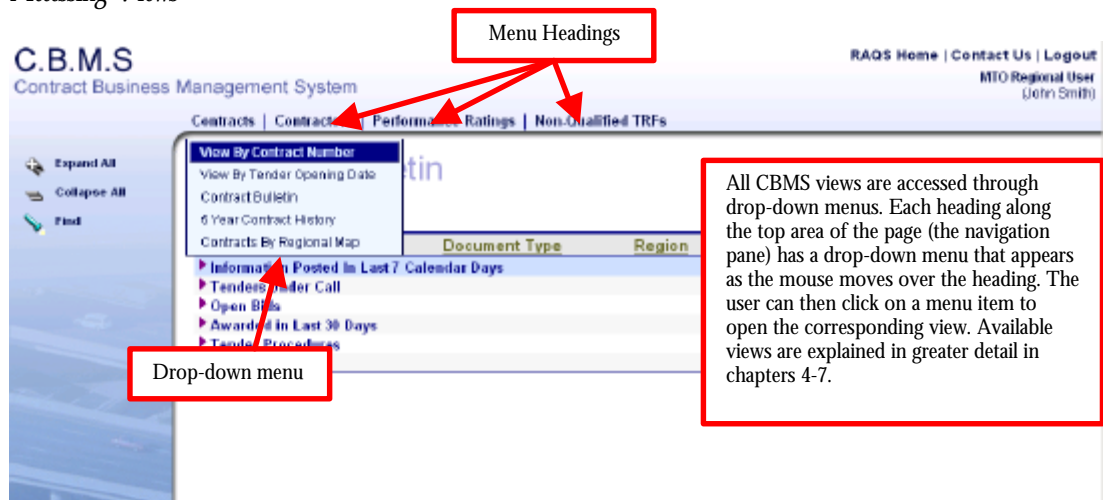
## Navigating CBMS

The different parts of the interface are as follows:

### Static Links and Information



### Accessing Views



*Action Buttons*

**C.B.M.S.**  
Contract Business Management System

RAQS Home | Contact Us | Logout  
MTO Regional User  
(John Smith)

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

**Contract Bulletin**

Links per page: 100

Contract Number ▾

- Information Posted In Last 7 Calendar Days
- Tenders Under Call
- Open Bids
- Awarded in Last 30 Days
- Tender Procedures
- MTO Info

Any actions that can be performed on the current document or view are displayed along the left of the screen (the action pane). An action is carried out by:

1. Moving the mouse over the desired action's text and/or icon
2. Clicking the mouse button.

New actions are loaded in each time a new document or view is opened.

*Viewing Documents and Views*

**C.B.M.S.**  
Contract Business Management System

RAQS Home | Contact Us | Logout  
MTO Regional User  
(John Smith)

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

**Contract Bulletin**

Links per page: 100

Contract Number ▾

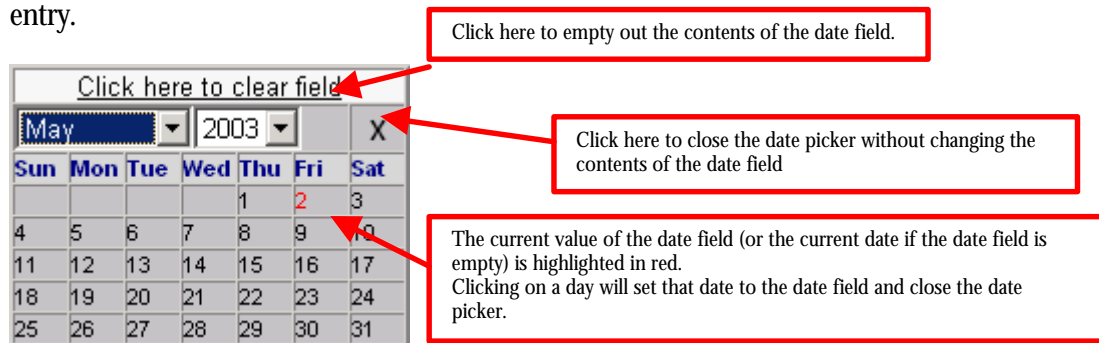
- Information Posted In Last 7 Calendar Days
- Tenders Under Call
- Open Bids
- Awarded in Last 30 Days
- Tender Procedures
- MTO Info

All documents and views are opened in the large open portion of the screen on the lower right (the working pane). The navigation and action panes always remain open while the content of the working pane changes.

When accessing CBMS for the first time, the user should try navigating the different links and menu items to get a feel for how the interface works.

*Extra Information – Date Picker*

For all editable date fields in the CBMS application, after the cursor is placed into the field (via the mouse or Tab key) a Date Picker appears over top of the field to facilitate easy data entry.

*Extra Information – Using Views***1. Opening Documents**

To open a document from a view, move the mouse over the document until the row becomes highlighted:

Contract Number	Document Type	Region	District	Tender Opening Date
▼ Information Posted In Last 7 Calendar Days				
2000-1313	MTO Contract	Central	Not Applicable	13-May-2003 12:00:00 PM
2003-1111	MTO Contract	Eastern	District 41 Kingston	01-May-2003 01:50:00 PM
2003-1111	Extension Of Time	Eastern	District 41 Kingston	02-May-2003 01:57:00 PM
			District 42 Ottawa	

Use a single click of the mouse to open the document.

**2. Using Categories**

When any categorized view is open, the Expand All and Collapse All actions will be available in the action pane:



Expand All opens all categories and subcategories within the view.

Collapse All closes all categories and subcategories within the view.

To open or close a single category, move the mouse over the category row until the row is highlighted:

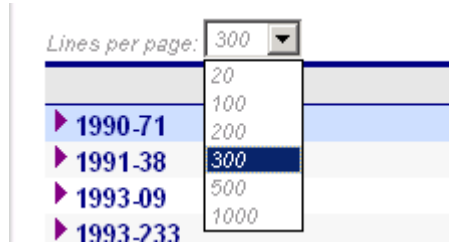
▼ 1990-71
▶ Contract Tender Form
▶ Contract Attachments
▶ Tender Registration Forms
▶ 1991-38
▶ 1993-09
▶ 1993-233
▶ 1993-97
▶ 1998-20
▶ 2000-0012
▶ 2000-1313

Use a single click of the mouse to toggle the category between open and closed.



### 3. Using Lines per page

The “Lines per page” drop-down at the top of every view determines how many rows of the current view should be shown at once (default is 300).



This can be very useful when navigating views with a large number of documents. Selecting a new value for Lines per page refreshes the view. If there is more than one page in the view (example: 600 total lines in a view with 300 Lines per page selected equals 2 pages, 1-300 and 301-600), a page navigator will appear next to the “Lines per page” drop down:



Clicking on a page number opens that page (example: clicking on 2 starts the view at the twenty-first row).

The page number that is not clickable indicates the current page.

Clicking on “next>>” opens the next page (if available).

Clicking on “<<prev” opens the previous page (if available).

### 4. Using the Find action

The Find action is available for all views. It searches the first non-categorized column in the view for the text that you specify and highlights the document that is the closest match (if no match is found, no document is highlighted). It is important to note that only the rows on the current page of the view are searched. To search more pages at once, select a higher number of Lines per page.

## Contract Performance Rating

*The following Chapter describes the CPR Form and all associated actions that can be performed.*

**C**ontract Performance Rating (CPR) documents are used in CBMS to keep an accurate rating of the quality of work done by qualified contractors. Once a contract is awarded to a qualified contractor, the system automatically creates a CPR for that contract/contractor. If the tender owner of the contract was MTO Regional, Regional Construction users in the same region as the contract are then able to edit the CPR. Once a CPR is finalized, the document is no longer editable.

### Editing a CPR

#### **Conditions Required**

1. The Date Rating Imposed, Date Contractor Accepted, Regional Review of Appeal Date Contractor Accepted, and Date of Qualification Committee Decision fields must all be empty. (Otherwise, the document is considered “Finalized” and is non-editable)

#### **Step One:**

##### **C.B.M.S**

Contract Business Management System

RAQS Home | Contact Us | Logout

MTO Regional User  
(John Smith)

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

#### CPR by Company Name

Rows per page: 500

Contract No	Date Imposed	Performance Rating
▼ Burger King - 58-10020-00		
2003-0600	<not yet imposed>	0
► Wendy's - 58-10006-00		

Navigate to the CPR By Company Name or CPR By Assigned ID view (both under the Performance Ratings menu), locate the desired document, and click to open.

**Step Two:****C.B.M.S**

Contract Business Management System

RAOS Home | Contact Us | Logout

MTD Regional User  
(John Smith)

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

Close

Edit

**Performance Rating**

Status: In Progress, click Edit to update rating

**Contract Details**

Contract:	2003-0600	Tender Owner:	MTD Regional
Bid Type:	Joint	Region:	Central
District:	Burlington Area Office		

**Award Details**

Contractor:	50-10000-00 (Burger King)		
Joint Bid %:	40%		
Award Date:	05/31/2003		
Joint Bidders:			
Date Contract Completed:		Date Rating Compiled:	
Date Rating Imposed:			

**Basic Performance Index**

Date Contractor Accepted:	Date Contractor Appealed:
---------------------------	---------------------------

With the document now open in read mode, click the Edit action to place it in edit mode.

**Step Three – Contract Details:**

This section is read only.

**Status:** This field displays the status of the current document in grey. This can either be "In Progress" or "Finalized".

**Contract:** This is the number of the contract that this document was created for.

**Tender Owner:** This is the Tender Owner of the contract that this document was created for.

**Bid Type:** This is the type of bid (from the TRF or NQTRF) that was used by the winning contractor.

**Region:** This is the Region of the contract that this document was created for.

**District:** This is the District of the contract that this document was created for.

Status: In Progress, click Edit to update rating

**Contract Details**

Contract:	2003-0600	Tender Owner:	MTD Regional
Bid Type:	Joint	Region:	Central
District:	Burlington Area Office		

## Step Four – Contract Description:

**Contractor:** This field contains the name and assigned ID of the company that this rating is for. This field is read only.

**Total Award Amount:** This field contains the Total Adjusted Tender of the winning bid for the related contract. This field is read only.

**Joint Bid %:** For joint bids, this indicates the percentage of the bid that was supplied by this contractor. For other bids, this is 100%. This field is read only.

**This Bidder Award Amount:** This indicates the amount awarded to this contractor (Total Award Amount multiplied by Joint Bid %). This field is read only.

**Award Date:** This is the date that the contract was awarded. This field is read only.

**Rating Applies To:** This is the name and assigned ID of the company that this rating is for. This field may differ from the Contractor field if the company had different names on their TRF and CRF. This field is read only.

**Joint Bidders:** This field is only visible if the winning contractor used a joint bid for this contract. This contains a list of the names and assigned IDs of all joint bidders. This field is read only.

**Date Contract Completed:** This is the date that the contract was finished. This field is read only.

**Date Rating Compiled:** This is the date that the ratings for this document were compiled. This field is required if the Date Rating Imposed field is filled in.

**Date Rating Imposed:** This is the date that the ratings on this document were imposed. If filled in, this date cannot be earlier than the Date Rating Compiled field. If this field is filled in, this rating document will be set to "Finalized" and become non-editable.

Award Details	
Contractor:	50-10000-00 [Wendys]
Joint Bid %:	60%
Award Date:	05/16/2009
Joint Bidders:	50-10000-00 [Wendys] 50-10020-00 [Burger King]
Date Contract Completed:	
Date Rating Imposed:	
Total Award Amount:	\$50,000.00
This Bidder Award Amount:	\$30,000.00
Rating Applies To:	50-10000-00 [Wendys]
Date Rating Compiled:	

If the document is complete, fill in the Date Rating Imposed and Date Rating Compiled fields.

## Step Five – Basic Performance Index:

**Date Contractor Accepted:** This field is the date that the contractor accepted the original ratings. This should only be filled in when the contractor accepts the original rating. If this field is filled in, this document is "Finalized" and becomes non-editable. If the Date Contractor Appealed field is filled in, the value of this field is deleted and the field is no longer visible.

**Date Contractor Appealed:** This field is the date that the contractor appealed the original rating. If this field is filled in, the Date Contractor Accepted field is no longer visible, the Regional Review of Appeal section becomes visible, and the Regional Review Rating column of the Ratings section becomes visible.

Basic Performance Index	
Date Contractor Accepted:	
Date Contractor Appealed:	

If the contractor has accepted the original rating, the Date Contractor Accepted field can be filled in. If the contractor has appealed the original rating, the Date Contractor Appealed field should be filled in.

## Step Six – Regional Review of Appeal:

**Date Contractor Accepted:** This field is the date that the contractor accepted the regional review ratings. This should only be filled in when the contractor accepts the regional review rating. If this field is filled in, this document is “Finalized” and becomes non-editable. If the Date Contractor Appealed field is filled in, the value of this field is deleted and the field is no longer visible.

**Date Contractor Appealed:** This field is the date that the contractor appealed the regional review rating. If this field is filled in, the Date Contractor Accepted field is no longer visible, the Date of Qualification Committee Decision field becomes visible, and the QC Review Rating column of the Ratings section becomes visible.

**Date of Qualification Committee Decision:** This field is the date of the final rating done by the Qualifications Office. This field is read only and only visible when the initial rating and the regional review rating have both been appealed by the contractor.

### Regional Review of Appeal:

Date Contractor  
Accepted:

Date Contractor  
Appealed:

Date of Qualification  
Committee Decision:

If the contractor has accepted the regional review rating, the Date Contractor Accepted field can be filled in. If the contractor has appealed the regional review rating, the Date Contractor Appealed field should be filled in.

## Step Seven - Ratings:

**Original Rating Column:** This is composed of the Original Quality, Safety, Timeliness, and Contract Execution ratings for this contractor. The number entered for each rating must be in the specified range. The total rating is automatically computed at the bottom of the column as the Contract Performance Rating.

**Regional Review Rating Column:** This is composed of the Regional Review Quality, Safety, Timeliness, and Contract Execution ratings for this contractor. The number entered for each rating must be in the specified range. The total rating is automatically computed at the bottom of the column as the Contract Performance Rating. This column is only visible if the contractor has appealed the original rating.

**QC Review Rating Column:** This is composed of the QC Review Quality, Safety, Timeliness, and Contract Execution ratings for this contractor. The total rating is shown at the bottom of the column as the Contract Performance Rating. This column is only visible if the contractor has appealed the regional review rating. The fields in this column are read only.

### Ratings

	Original Rating	Regional Review Rating	QC Review Rating
Quality (0-60):	0.00		0.00
Safety (0-15):	0.00		0.00
Timeliness (0-15):	0.00		0.00
Contract Execution (0-10):	0.00		0.00
Contract Performance Rating:	0.00		0.00

Enter the ratings as desired.

## Step Eight – Comments:

The Comments field can be used to add general comments to this document.

### Comments:

Enter any comments as desired.

**Step Nine:**

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MTO Regional User  
(John Smith)

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

Cancel  
Save & Exit

**Basic Performance Index**

Date Contractor Appealed: 05/14/2003

**Regional Review of Appeal**

Date of Qualification Committee Decision:

Contractor Accepted: 05/08/2003

**Ratings**

	Original Rating	Regional Review Rating	QC Review Rating
Quality (0-80):	0.00	0.00	
Safety (0-15):	0.00	0.00	
Timeliness (0-15):	0.00	0.00	
Contract Execution (0-10):	0.00	0.00	
Contract Performance Rating	0.00	0.00	

**Comments:**

When all desired changes are made, click the Save & Exit button to finish.

**Step Ten:**

**Microsoft Internet Explorer**

?

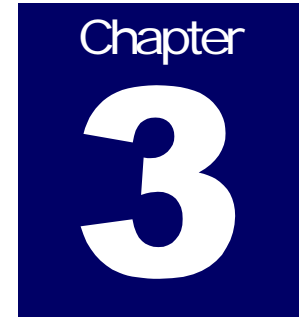
Saving these changes will set the status to Finalized and the document will become uneditable. Do you wish to proceed?

OK Cancel

If the Date Rating Imposed, Date Contractor Accepted, or Regional Review of Appeal Date Contractor Accepted field was filled in, a prompt appears as a reminder that the document will become Finalized and therefore non-editable. Click OK to continue.

**Result:**

The document is saved and the last view is re-opened.



## Contract Attachments

*The following Chapter describes how to view/download contract attachments.*

**M**to Capital contracts can have contract attachments created for them (ex: Plan Book, Tender Document, etc). Contractors can then purchase these attachments through the secure CBMS site.

However, regional users (Construction or Tender) can download these attachments automatically through the Regional interface. Contract Attachments can only be viewed from the Contracts By Number view. They are categorized under the number of their related contract.

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### ICON KEY

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 Contract Attachment

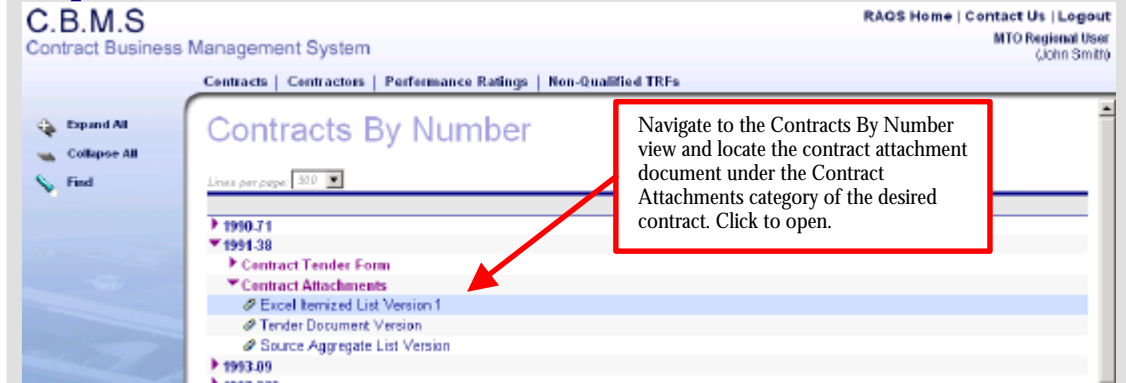
---

## Downloading/Viewing Contract Attachments

### Conditions Required

There are no conditions required to perform this action.

### Step One:



**C.B.M.S.**  
Contract Business Management System

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

Contracts By Number

Lines per page: 300

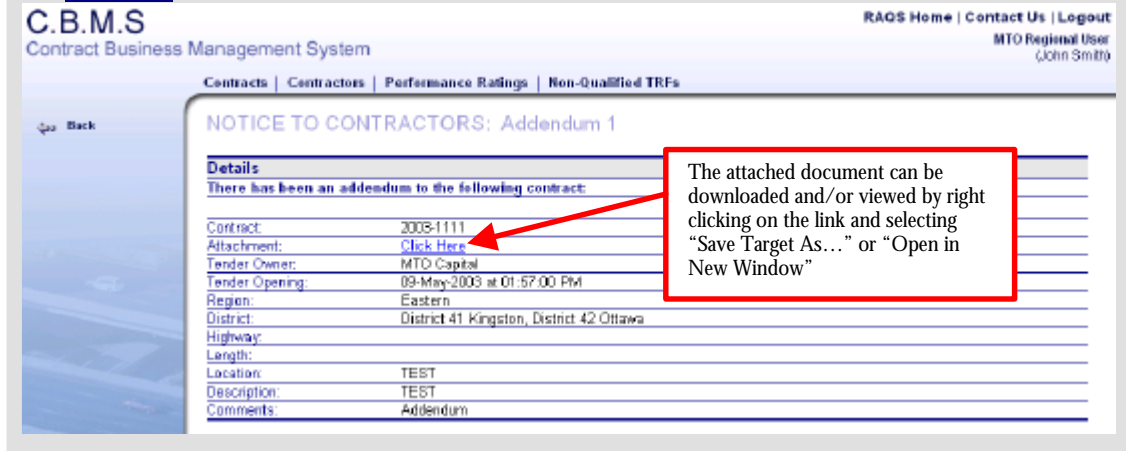
1990.71  
1991.38  
Contract Tender Form  
Contract Attachments  
Excel Itemized List Version 1  
Tender Document Version  
Source Aggregate List Version  
1993.09  
2003.777

Navigate to the Contracts By Number view and locate the contract attachment document under the Contract Attachments category of the desired contract. Click to open.

### Result:

The contract attachment form contains the following fields from the related contract: Contract Number, Tender Owner, Tender Opening, Region, District, Highway, Length, Location, and Description.

The [Attachment](#) field contains a link to download the attached document.



**C.B.M.S.**  
Contract Business Management System

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

Back

NOTICE TO CONTRACTORS: Addendum 1

Details	
There has been an addendum to the following contract:	
Contract:	2003-1111
Attachment:	<a href="#">Click Here</a>
Tender Owner:	MTO Capital
Tender Opening:	09-May-2003 at 01:57:00 PM
Region:	Eastern
District:	District 41 Kingston, District 42 Ottawa
Highway:	
Length:	
Location:	TEST
Description:	TEST
Comments:	Addendum

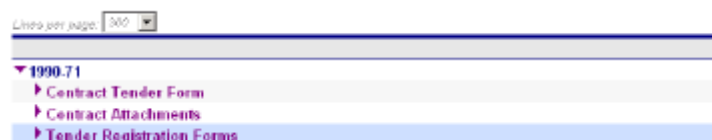
The attached document can be downloaded and/or viewed by right clicking on the link and selecting "Save Target As..." or "Open in New Window"



## Contracts Views

*The following Chapter describes all of the views contained under the Contracts menu heading*

### Contracts By Number



#### ► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Contracts (CTF)
- All Contract Attachments
- All Non-Qualified Tender Registrations (NQTRF)
- All Qualified Tender Registrations (TRF)
- Complete Bid Enquiries

#### ► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contracts – View By Contract Number:



► HOW IS THE VIEW SORTED?

The view is sorted ascending and categorized by contract number. Within each contract, documents are categorized by type: Contract Tender Form, Contract Attachments, Tender Registration Forms, or Bid Enquiries.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

## View By Tender Opening Date

Description	Tender Deposit Received	Submission/Acceptance Date
▼ 23 May 2003		
▼ 2003-0500		
Contract: 2003-0500- NonQualified		
NQTRF The Keg		5-May-2003
TRF Wendys		5-May-2003
▼ 2003-0501		

► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Contracts (CTF)
- All Non-Qualified Tender Registrations (NQTRF)
- All Qualified Tender Registrations (TRF)

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contracts – View By Tender Opening Date:

Contracts	Contractors	Performance Ratings	Non-Qualified TRFs
View By Contract Number			
<b>View By Tender Opening Date</b>			
Contract Bulletin			
5 Year Contract History			
Contracts By Regional Map			

► HOW IS THE VIEW SORTED?

The view is sorted descending and categorized by Tender Opening Date. Within each date, documents are categorized by Contract Number.

### ► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

## Contract Bulletin

Clicks per page: 100

Contract Number	Document Type	Region	District	Tender Opening Date
Information Posted in Last 7 Calendar Days				
1593-08	MTO Contract	Central	Burlington Area Office	30-May-2003 05:00:00 PM
Tenders Under Call				
Open Bids				
Awarded in Last 30 Days				
Tender Procedures				
MTO Info				

### ► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- Active, Advertised Contracts (CTF)
- Contract Attachments of type Addendum
- All Extension of Time/Deferrals
- Approved Contract Bulletin Articles
- All Cancellation Documents

### ► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contracts – Contract Bulletin:

Contracts	Contractors	Performance Ratings	Non-Qualified TRFs
View By Contract Number			
View By Tender Opening Date			
<b>Contract Bulletin</b>			
5 Year Contract History			
Contracts By Regional Map			

### ► HOW IS THE VIEW SORTED?

Documents are categorized into one of the following Contract Bulletin categories: Information Posted in the Last 7 Days, Tenders Under Call, Open Bids, Awarded in Last 30 Days, or Article Type (this could be one or more user specified categories). Within each category, documents are sorted ascending by Contract Number.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Click on any column header to sort by that column (ascending)
- Expand All
- Collapse All
- Find

## 5 Year Contract History View

Lines per page: 300

Tender Owner	Contract Number	Tender Opening Date	Status
▼ MTG Capital			
▼ Central			
▼ Eastern	1991-38	29-Apr-2003 02:47:00 PM	Awarded in Last 30 Days

► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Contracts (CTF) tendered in the last 5 years

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contracts – 5 Year Contract History View:

Contracts	Contractors	Performance Ratings	Non-Qualified TRFs
View By Contract Number	Contract History		
View By Tender Opening Date			
Contract Bulletin			
<b>5 Year Contract History</b>			
Contracts By Regional Map	Contract Number	Tender Open	

► HOW IS THE VIEW SORTED?

Documents are categorized first by tender owner, then region. Within each region, documents are sorted ascending by Contract Number.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

## Contracts By Regional Map



### ► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- Contracts (CTF) that are: from the currently specified region (default is Central) and currently in the Tenders Under Call category of the Contract Bulletin.

### ► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contracts – Contracts By Regional Map:



### ► HOW IS THE VIEW SORTED?

The view is sorted ascending by Tender Opening Date.

### ► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Click on any region on the map to view contracts from that region

## Contractors Views

*The following Chapter describes all of the views contained under the Contractors menu heading*

### View By Company Name

Company Name	Assigned ID	Contact Info
Burger King	50-10000-00	10 Burger Ave Burger, Ontario, Canada B1E 1B1 Phone: (222) 222-2222 Fax: (222) 222-2222 Web: burger@king.com
Dairy Queen	50-10060-00	10 Dairy Lane Dairyville, Ontario, Canada D1D 1D1 Phone: (111) 111-1111 Fax: (111) 111-1111 Web: dairy@queen.com

#### ► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Non-Qualified Contractor Registrations (NQCRF)
- All Qualified Contractor Registrations (CRF) that have expired in the last year or are approved

#### ► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contractors – View By Company Name:



#### ► HOW IS THE VIEW SORTED?


The view is sorted ascending by Company Name.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Find

## View By Assigned Id



Assigned ID	Company Name	Contact Info
50-10000-00	Wendy's	10 Wendy Ave. Wendyville, Ontario, Canada ON M1 1M1 Phone: (111) 111-1111 Fax: (111) 111-1111 Web: Wendy@Wendy.com
50-10000-00	Burger King	10 Burger Ave. Burger, Ontario, Canada B1B 1B1 Phone: (222) 222-2222 Fax: (222) 222-2222 Web: burger@king.com

► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Non-Qualified Contractor Registrations (NQCRF)
- All Qualified Contractor Registrations (CRF) that have expired in the last year or are approved

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contractors – View By Assigned ID:



► HOW IS THE VIEW SORTED?

The view is sorted ascending by Assigned ID.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Find

## Performance Ratings Views

*The following Chapter describes all of the views contained under the Performance Ratings menu heading.*

### View By Company Name

LINKS: 007 PAGE 1337

Contract No	Date Imposed	Performance Rating
▼ Burger King - 50-10020-00		
2013-09-08	<not yet imposed>	0
► Burger King - 50-10020-00		
► Wendy's - 50-30000-00		
► Wendy's - 50-30000-00		

#### ► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Performance Rating (CPR) documents where the related contract is from the same region as the current Regional Construction User and the tender owner is MTO Regional

#### ► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Performance Ratings – View By Company Name:

Contracts	Contractors	Performance Ratings	Non-Qualified TRFs
-----------	-------------	---------------------	--------------------

CPR by Co	<b>View By Company Name</b>
	View By Assigned ID
	View Under Appeal

#### ► HOW IS THE VIEW SORTED?

The view is categorized and sorted ascending by Company Name.



► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

### View By Assigned ID

Records per page: 300

Contract No	Date Imposed	Performance Rating
▼ 50-10080.00 - Wendy's 2008-0600	<not yet imposed>	0
▶ 50-10080.00 - Wendy's		
▶ 50-10020.00 - Burger King		
▶ 50-10020.00 - Burger King		

► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Performance Rating (CPR) documents where the related contract is from the same region as the current Regional Construction User and the tender owner is MTO Regional

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Performance Ratings – View By Assigned ID:



► HOW IS THE VIEW SORTED?

The view is categorized and sorted ascending by Assigned ID.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

## View Under Appeal

Lines per page: 300

Contract No	Performance Rating	Date Appealed to Region	Date Appealed to Qualifications Committee
▼ Burger King - 50-10020-00			
2003-0508	0	14-May-2003	

### ► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Performance Rating (CPR) documents where:
  - The related contract is from the same region as the current Regional Construction User
  - The tender owner is MTO Regional
  - The rating is under appeal

### ► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Performance Ratings – View Under Appeal:



### ► HOW IS THE VIEW SORTED?

The view is categorized and sorted ascending by Company Name.

### ► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

## Non-Qualified TRFs Views

*The following Chapter describes all of the views contained under the Non-Qualified TRFs menu heading*

### View By Company Name

Links per page: 333

Contract No	Status
▼ Graham's Consulting - 70-30002.00	
2004-02022	Approved
2000-1313	Approved

#### ► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- Non-Archived Non-Qualified Tender Registrations (NQTRF). (TRF and NQTRF documents are currently archived two weeks after the related contract's tender opening)

#### ► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Non-Qualified TRFs – View By Company Name:

Contracts	Contractors	Performance Ratings	Non-Qualified TRFs
-----------	-------------	---------------------	--------------------

NQTRF By Company	View By Company Name
	View By Contract Number
	View Archived

#### ► HOW IS THE VIEW SORTED?

The view is categorized and sorted ascending by Company Name.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?  
The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

## View By Contract Number

Lines per page: 350

Company Name	Status	Submission Date	Tender Owner
▼ 1990.71			
The Keg	Submitted	24-Apr-2003 02:29:35 PM	MTD Capital
► 2000.1313			

► WHAT DOES THE VIEW CONTAIN?  
This view contains the following types of documents:

- Non-Archived Non-Qualified Tender Registrations (NQTRF). (TRF and NQTRF documents are currently archived two weeks after the related contract's tender opening)

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Non-Qualified TRFs – View By Contract Number:

Contracts	Contractors	Performance Ratings	Non-Qualified TRFs
-----------	-------------	---------------------	--------------------

NQTRF By Contract N	View By Company Name
	<b>View By Contract Number</b>
	View Archived

► HOW IS THE VIEW SORTED?

The view is categorized and sorted ascending by Contract Number.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?  
The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

## View Archived

Lines per page: 500

Company Name	Status	Submission Date	Tender Owner
▼ 1960-71 The Keg	Submitted	24-Apr-2003 02:29:36 PM	MTD Capital
▶ 2000-1313			

### ▶ WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- Archived Non-Qualified Tender Registrations (NQTRF). (TRF and NQTRF documents are currently archived two weeks after the related contract's tender opening)

### ▶ WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Non-Qualified TRFs – Archived:

<a href="#">Contracts</a>	<a href="#">Contractors</a>	<a href="#">Performance Ratings</a>	<a href="#">Non-Qualified TRFs</a>
---------------------------	-----------------------------	-------------------------------------	------------------------------------

Archived TRFs

View By Company Name

View By Contract Number

**View Archived**

### ▶ HOW IS THE VIEW SORTED?

The view is categorized and sorted ascending by Contract Number.

### ▶ WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

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